

Follen Church Facilities and Events Manager

Job Description

Reports to: Business Manager

Effective: April 2022

FLSA status: non-exempt, salaried

Hours: 15+ hours a week for 43 weeks (September-June), ~10 hours a week for 9 weeks (July-August)

Compensation: \$25/hr. (780 hours total./\$19,500 per year)

Additional hours available at \$30/hr paid by outside renters for events (3 hrs. minimum per event)

Job Summary:

The **Facilities and Events Manager** (“**F&E**” **Manager**) reports to the Business Manager and is responsible for church facilities management and Follen and community rental use of church spaces for events. This encompasses maintaining the Follen Church property: interiors, exteriors, and its physical plant systems. The Facilities & Events Manager’s primary focus should be to have the church ready for Sunday services and religious education classes, to prepare space for use by church groups and staff members during the week, and disassemble and put things away afterwards.

The **F&E Manager** is also responsible for supporting Follen Church events and community rental groups’ use of the building and grounds, including setup and teardown, communication by phone and email with Follen members and community renters regarding event planning, in-person meetings with renters to determine their needs (furniture, A/V, etc.), instruction in the operation of devices and appliances they need to use, and how to leave the space when the event is over. Coverage of community rentals is optional and encouraged with paid compensation.

Some weekend and evening hours may be necessary. The Facilities Manager is well-supported by an active Buildings and Grounds Action Team (“BGAT”).

Essential Functions for Facilities:

- Maintain physical plant systems, and arrange for repairs and maintenance as needed, including:
- Be familiar with operation of building systems in consultation with the Business Manager and BGAT. Maintain building security, including keypad lock system.
- Coordinate with contractors for maintenance and repairs that cannot be done by the Facilities Manager.
- Be present for required inspections. Be present for twice annual heating and air conditioning changeovers to set thermostats appropriately.

- Help establish and maintain storage of service records and equipment manuals.
- Recommend repairs as needed. Maintain roster of needed repairs for planning purposes.
- Consult with the Business Manager and BGAT as needed on physical plant matters and to identify emerging building needs.
- Perform small repairs and periodic maintenance.
- Clean interior spaces as needed between regular cleaning service visits.
- Maintain storeroom and stock of cleaning supplies; purchase paper and repair supplies as needed, and ensure that maintenance equipment (e.g. vacuums, lawnmower, snowblower) is in good working order. Occasional use of personal vehicle with mileage reimbursement for such purchasing is preferred.
- Clear sidewalks and entrances of debris, leaves, snow and ice as needed, so that entryways and walks are safe and presentable.
- Mow the church front lawn on a seasonal basis.
- Work with Business Manager and BGAT to plan for and execute contract work (e.g., stripping and waxing floors, yard cleanup etc.), or special jobs
- Attend BGAT meetings as needed.

Essential Functions for Events:

- Communicate regularly with Business Manager, regarding use of Follen indoor and outdoor spaces by church members or community rental groups. Set up the space to be used as identified by the user/renter in advance, and return it to its usual condition afterwards, as needed.
- As needed, communicate via phone and email with scheduled renters regarding the specific needs for their event.
- Be available as an independent contractor for rental events, to open and close the building, adjust heating and cooling, and support renters with further day-of-event support in-person or by phone, as needed.
- Provide set-up and teardown for outdoor worship and other Follen events

Other tasks as assigned

Minimum Qualifications of the Facilities Manager:

- High school diploma
- Licensure: Trusted Employee safety check required
- Must have physical strength, be able to climb ladders, and carry 50 pounds
- Familiarity with physical and mechanical systems.

Core Competencies:

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered

questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; reliable; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Flexibility to adjust normal scheduled hours to accommodate special occasions such as memorial services, congregational meetings, snow storms, and building emergencies.

Creativity and Innovation: Generates new ideas; makes new connections among existing practices to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with Follen's mission, vision, values and beliefs. Works well with volunteers and takes a cooperative approach to problem solving. Awareness of environmentally friendly products and practices.

Follen is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.